



**COCHIN PORT AUTHORITY  
COCHIN-682009, KERALA, INDIA**

Tele: 91-0484-2666414, 2666871

Telefax: 91-0484-2666414

E-mail:coptce@gmail.com

**TENDER DOCUMENT FOR PROVIDING LANDSCAPING AND  
MAINTENANCE OF LANDSCAPED AND OTHER AREAS AT VARIOUS  
LOCATIONS IN W/ ISLAND FOR TWO YEARS AT COCHIN PORT  
AUTHORITY**

**TECHNICAL BID (e-Tendering Mode)**

**Website:www.tenderwizard.com/CPT  
CHIEF ENGINEER'S OFFICE  
COCHIN PORT AUTHORITY  
COCHIN-682009**

**TENDER No.T6/T-2048/2025-C**

**PRICE: Rs.1,180/-**

**COCHIN PORT AUTHORITY**

**TENDER FOR ‘PROVIDING LANDSCAPING AND MAINTENANCE OF  
LANDSCAPED AND OTHER AREAS AT VARIOUS LOCATIONS IN W/  
ISLAND FOR TWO YEARS AT COCHIN PORT AUTHORITY’.**

**(Tender No.T6/T-2048/2025-C)**

**CONTENTS**

Sl No:	Items	Page Nos.
1	Tender Notice	2-11
2	Tender for Works	12-13
3	Contract Data	14-16
4	Instructions to Tenderers	17-21
5	General Description and Special Conditions of Contract	22-30
6	Detailed Specifications for items of Works	31-34
7	Annexure-I <u>-Undertaking regarding EPF &amp; ESI registration</u>	35
8	Annexure-II- Proforma of Undertaking that no changes have been made in the tender document downloaded	36
9	Annexure-III- Proforma of Power-of-Attorney	37
10	Annexure-IV -Format for furnishing bank information for e-payment	38
11	Annexure-V- Proforma of Bank Guarantee	39-41
12	General Conditions of Contract-2016. (Attached Separately)	

**SIGNATURE OF TENDERER**

# COCHIN PORT AUTHORITY



Chief Engineer's Office  
Cochin Port Authority  
W/Island , Cochin – 682009, KERALA  
Tele: 91-0484-2666414/0484-258-2400  
website: [www.cochinport.gov.in](http://www.cochinport.gov.in)

Tender No. T6/T-2048/2025-C

Date : 02/04/2025

## NOTICE INVITING TENDER

Electronic Tenders (**e-tenders**) on percentage basis are invited by Cochin Port Authority from reputed contractors in Single Stage Two Cover bidding procedure [Technical Bid and Financial Bid], meeting the Minimum Eligibility Criteria specified below for the work of “**Providing landscaping and maintenance of landscaped and other areas at various locations in W/ Island for two years at Cochin Port Authority**”.

1. **Minimum Eligibility Criteria:**

a) **Experience**

The tenderers should have experience of having successfully completed during the last 7 (seven) years ending **31<sup>st</sup> March 2025**, at least either:

- i) Three Similar Works each costing not less than **Rs.10.51 lakhs**  
(OR)
- ii) Two Similar Works each costing not less than **Rs.13.14 lakhs**  
(OR)
- iii) One Similar Work costing not less than **Rs.21.02 lakhs**

b) **Financial Turnover**

Average Financial Turnover of the tenderer over the last three financial years ending 31<sup>st</sup> March 2024 [2021-'22, 2022-'23 & 2023-'24] shall not be less than **Rs.7.88 lakhs**.

**Explanatory Notes to a) & b):**

- i. Similar work(s) means **“Construction of Landscaped areas/ Gardens and Maintenance & upkeep of Landscaped areas/ Gardens”**. The experience certificate of works executed in private sectors/ organisations shall be considered for qualification, only on submission of TDS certificate (**Form No.26AS**) along with work order and completion certificate.
- ii. Copy of completion certificates of each work issued by the employer/ owner/ responsible officer of the employer/owner under whom he has executed such contract shall be attached. The certificate shall contain details of work involved specifying the nature of work, the completion

cost of the work, date of commencement & date of completion of the work.

- iii. The works reckoned for the above purpose are those executed by the tenderers as prime Contractor or proportionately as member of joint venture or Sub Contractor. The Sub-Contractor shall be an authorized and approved Sub-Contractor by the Employer of the work(s) against which the tenderer has claimed his experience. The tenderer shall attach attested copy(s) of approval issued by the Employer(s) authorizing as a Sub-Contractor; in proof of the claim of the tenderer as a sub-Contractor. The tenderer is also obliged to produce the original of the certified copy(s) on request by the department.
- iv. Following enhancement factors will be used for the costs of works executed for bringing the financial figures to a common base value in respect of the works completed in the past years.

**Table 1**

Year before	Multiplying factor
One year	1.07
Two years	1.14
Three years	1.21
Four years	1.28
Five years	1.35
Six years	1.42

- v. **Financial Turnover:**  
In proof of Financial Turnover Audited Annual Accounts Statements (Balance Sheet & Profit & Loss Account Statement) & Turnover Certificate signed by the Chartered Accountant or IT returns duly acknowledged by the Income Tax department along with Computation Statement signed by the Chartered Accountant, for the last three years ending on 31<sup>st</sup> March 2024 shall be produced by the tenderer.

**2. Other Eligibility Considerations**

2.1 Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:

- i) made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or
- ii) record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, disqualifications/ black listing/ debarring by Govt. departments etc.

**2.2 The bidders having EPF/ ESI registration certificates only shall be considered for qualification in the tender, if applicable, as per EPF /ESI Acts. In case, the Tenderer does not have the required number of employees which makes such registration mandatory, an Undertaking as per Annexure I to the effect shall be furnished.**

**3. Pertinent information to the tender is given in the following Tables:**

- i) **Schedule of different activities till submission of the bid are detailed as under:**

**Table 2**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date and Time</b>
1	Tender e- publication date	<i>02-04-2025</i>
2	Download period of Bid Documents	<i>02-04-2025 to 22-04-2025</i>
3	Date of Pre-Bid meeting	<i>Not Applicable</i>
4	Last date for seeking clarification	<i>15-04-2025</i>
5	Last date and time of submission of Bid	<i>22-04-2025 up to 14.30 hrs</i>
6	Date and time of opening the Bid	<i>22-04-2025 after 15.00hrs</i>

- ii) **Bid information :**

**Table 3**

i)	Estimated Amount put to Tender	<b>Rs.26,27,590.00 (Rs.26,27,581.29)</b>
ii)	Earnest Money Deposit	<b>Rs.52,560.00</b> furnished through Demand Draft or Banker's Cheque drawn in favour of Financial Adviser & Chief Accounts Officer, CoPA from any Nationalised Bank/ Scheduled Bank in India or through RTGS/NEFT mode.
iii)	Cost of Bid document	<b>Rs.1,180/- (Rs.1,000+18% GST)</b> (Non refundable) furnished either through Demand Draft/ Banker's Cheque drawn in favour of the Financial Adviser & Chief Accounts Officer, CoPA from any Commercial Bank in India, or through RTGS / NEFT mode. being the cost of single copy of the tender document
iv)	Validity period of Tender	90 days from the Last Date of Submission of Bid.
v)	Time for Completion	<b>2 Years from the date of commencement</b>

4. This work essentially comprises of the following:

**A. Providing Landscaping**

- i. Surface Dressing of the Ground.
- ii. Supplying good quality earth, Coco peat Blocks, Regent or approved equivalent insecticide, Compost etc.
- iii. Supplying Pearl Grass & Mexican Grass.
- iv. Preparing mixture of red earth, coco peat, manure & transporting, placing and spreading the mixture at site.
- v. Planting/ fixing Mexican Grass & Peral grass

**B. Maintenance of Landscaping works**

- i. Cleaning & maintaining the whole works and facilities of the landscaped areas excluding mowing/ grass cutting the lawn area and other areas viz : (i) Harbour House compound,(ii) between entrance

of Harbour house and garage near Harbour House, including disposing of the rubbish within a lead of 6kms including

- (a). Proper up keep of lawn by deweeding, manuring etc.
- (b). Proper up keep of plants by pruning, nursing, manuring etc.
- (c). Repotting and planting of plants
- (d). Watering daily except rainy days
- (e). Any other work connected with the maintenance of landscaped areas etc.
- (f). Supply of tools/ / materials/labour etc.

**1 (One) labour shall be assigned for this work.** All the above shall be completed as per detailed specifications and directions of Engineer-in-Charge..

- ii. Cleaning & maintaining the whole works and facilities of the landscaped areas excluding mowing/ grass cutting the lawn area and other areas viz : (i) Administrative blocks compound except the lawn in front of stage, (ii) adjacent to compound wall of AD block, Old CAD, and customs House, (iii) triangular and circular traffic islands, (iv) Marine House compound (v) Port Guest House & Guest House Annex etc. including disposing of the rubbish within a lead of 6kms including

- (a). Proper up keep of lawn by deweeding, manuring etc.
- (b). Proper up keep of plants by pruning, nursing, manuring etc.
- (c). Repotting and planting of plants
- (d). Arranging flower pots in offices as and when required
- (e). Watering daily except rainy days
- (f). Any other work connected with the maintenance of landscaped areas etc.
- (g). Supply of tools/ / materials/labour etc.

**3 (Three) labourers shall be assigned for the work.** All the above shall be completed as per detailed specifications and directions of Engineer-in-Charge..

- iii. Maintaining the landscaped areas/ lawn area/ other areas by mowing/ cutting and removing grass and overgrowth of vegetation at (i) Harbour House compound, (ii) Marine House compound, (ii) Administrative blocks compound except the lawn in front of stage, and (iv) Port Guest House & Port Guest House Annex (v) adjacent to compound wall of AD block, Old CAD, and customs House, (vi) triangular and circular traffic islands, (vii) between entrance of Harbour house and garage near Harbour House by mowing/ cutting and removing grass and other over growth and disposing of the rubbish within a lead of 6kms including

- (a). Proper up keep of lawn and other areas by mowing/ cutting and removing grass and overgrowth of vegetation.
- (b). Any other work connected with the maintenance of landscaped areas etc.

(c). Supply of brush cutter/ Mower/labour etc.

All the above shall be completed as per detailed specifications and directions of Engineer-in-Charge. This shall be done twice a month. Works shall be carried out as and when required as directed by the Engineer-in-charge...

5. Tender documents can be downloaded from the e-Tendering portal [www.tenderwizard.com/CPT](http://www.tenderwizard.com/CPT) on the dates specified in Table 2 given above by making online requisition. Bid document will also be available in Cochin Port website ([www.cochinport.gov.in](http://www.cochinport.gov.in)) as well as Govt. tender website, [www.eprocure.gov.in](http://www.eprocure.gov.in), which can be downloaded for submission. The cost of bid document and EMD shall be furnished in the form of Demand Draft/ Banker's Cheque drawn in favour of FA & CAO, CoPA or through RTGS/NEFT mode. The bidder shall submit the Originals of (i) DD / Bankers Cheque towards the cost of tender document and EMD and (ii) Power of Attorney (Proforma attached as Annexure III) in favour of signatory(s) to the tender if applicable, with letter of submission in a sealed cover to the **Suptdg. Engineer-I, Cochin Port Authority, W/Island, Cochin-682009, Kerala**, on due date of Submission of bid within the prescribed time limit **Non submission of original financial document towards cost of tender document and EMD will make the tender liable for rejection, and such tenders would not be evaluated further.**
6. The bidders need to obtain the one time User ID & password for log-in to in **e-Tendering** system from the service provider **KEONICS** by paying registration amount of **Rs.1124/-** by online Payment using Credit/Debit Card/Net banking or DD in favour of "KSEDCL, Bangalore".
7. The intending bidder must have valid Class-II or III digital signature certificate to submit the bid. For further details and to obtain the digital signature, please contact e-Tender Help Desk No.080-40482000 / 9746118529 / 9605557738.
8. Tenders shall be submitted "**online**" strictly in accordance with the Instructions to Tenderers and Terms & Conditions given in the tender document.
9. The bidder is responsible to download Addenda/ Amendments/ Errata/ Replies to the queries of the bidders etc., if any, issued by the Employer, from the website before submission of the bid. **Any shortfall in uploading the said Addenda/ Amendments/ Errata/ Replies to the queries of Tenderer etc. duly signed along with the downloaded documents while uploading the Tender will render the Tender incomplete and such incomplete Tender Documents may be rejected by the employer and would not be evaluated.**
10. All Bids are to be submitted **online only** on the website [www.tenderwizard.com/cpt](http://www.tenderwizard.com/cpt). No Bids shall be accepted off-line (Hard copy).
11. **EARNEST MONEY TO BE DEPOSITED**
- 11.1 Each tender should be accompanied by an Earnest Money amounting to **Rs.52,560.00**.
- 11.2 The Earnest Money can be deposited through Demand Draft or Banker's Cheque from a Scheduled Bank in India, drawn in favour of Financial Adviser & Chief Accounts Officer, COCHIN PORT AUTHORITY or online payment

through RTGS/NEFT. The original DD/ Banker's Cheque shall be submitted to the Superintending Engineer-I, Cochin Port Authority, Cochin-09, **on the due date of submission of the bid within the prescribed time limit.** Scanned copy of the DD/ Banker's Cheque shall be attached with the tender submitted "online". If online payment is made, the evidence thereof shall be attached with the tender submitted "online". If hard copy of the original DD/Bankers Cheque is not received within the stipulated period, or if the evidence of making online payment towards EMD is not attached with the tender submitted online, then such bids will not be further evaluated and shall be rejected summarily. The Earnest Money deposited will not carry any interest.

11.3 Bank details of Cochin Port Authority are given below.

Name of bank	:	State Bank of India
Name of Branch	:	Cochin Port Trust Branch
IFSC Code	:	SBIN0006367
Account No	:	41401802288
Account Holders Name	:	Cochin Port Authority

11.4 EMD of L1 & L2 bidder shall be refunded to the respective bidders on submission and acceptance of Performance Security and entering into agreement by the L1 Bidder. EMD of other bidders will be refunded immediately after finalization of the bid.

12. Cochin Port Authority will not be held responsible for any technical snag or net work failure during online bidding. It is the bidder's responsibility to comply with the system requirements i.e. hardware, software and internet connectivity at bidder's premises, to access the e-Tender portal. Under any circumstances, Cochin Port Authority shall not be liable to the bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-Tender system or internet connectivity.

13. **Securities:**

13.1 Security Deposit (SD) shall be 10% of the Contract value or value of the work done whichever is higher and it shall consist of the following:

a) **Performance Security** 5% of contract value payable on award of the work.

b) **Retention Money:** @ 5% of the gross amount of each bill.

The total amount thus deposited towards SD will be retained as security for the due and proper fulfillment of the Contract and will not carry any interest. Such deposit shall be forfeited on failure to perform or non-fulfillment by the Contractor of the terms and conditions of the Contract.

13.2 **Performance Security:** The Performance shall be 5% of Contract Value. So, initially 5% of the Contract value shall be furnished as Performance Security.

13.3 The Performance Security @ 5% of the value of the contract awarded (Rounded off to the nearest Rs.1000/-), shall be furnished by the Contractor to the Employer, not later than **14 days** from the date of receipt of letter of acceptance or such extension of that period as may be permitted by the official of Cochin Port writing, and shall be furnished in one of the following forms:

- i) Banker's Cheque / Demand Draft of a Scheduled Bank/ online payment through RTGS/NEFT. If online payment is made, the evidence thereof shall be submitted to the office.
  - ii) An irrevocable Bank Guarantee(BG) enforceable and encashable at Cochin, drawn from any Scheduled Bank operating in India as per the prescribed proforma attached as Annexure V
- 13.4 The BG furnished towards the Performance Security shall be valid for a period covering the contract period stipulated as per the terms of the contract plus one month.
- 13.5 If Performance Security is not furnished within the period as specified above or such extension of that period as may be permitted by the official of Cochin Port Authority in writing, Cochin Port Authority at its discretion may cancel the Letter of Acceptance without paying any compensation to such bidder, and in addition to forfeiture of EMD.
- If an MSME registered contractor failed to comply with the conditions 13.5 an amount equal to 2% of the Estimated amount shall be recovered from any amount due to the contractor.** In addition, such bidder shall not be eligible to participate in the tenders invited by COCHIN PORT AUTHORITY for a period of **Two Years from the date of such cancellation of Letter of Acceptance.**
- 1.6 Performance Security will be released/ refunded to the contractor not later than 14 days from the date of payment of final bill.
- 13.7 **Retention Money:** Retention Money @ 5% shall be retained from each payment due to the Contractor.
- 13.8 Retention Money shall be deducted at 5% of the gross amount of the bill from the first Running Account bill onwards till the recovered sum along with Performance Security amounts to 10% of the Contract value or the value of the work done whichever is higher at all times. **Retention Money shall be refunded to the Contractor within 14 days from the date of payment of final bill.**
- 13.9 If the Cost of Work done exceeds the Contract Value, the total amount retained as Security Deposit considering the Performance Security initially submitted together with the Retention Money recovered from the running account bills, shall amount to 10% of the Cost of Work done.
- 13.10 In cases where cost of Work done exceeds the Contract Value while releasing the Retention Money after payment of Final Bill, only 5% cost of Work Done is released, instead of the entire Retention Money recovered from the bills. The balance amount shall be retained; to make up for the shortage in the Performance Security, upto the completion of Defects Liability Period.
- 14 In the event of the tenderer, after the issue of the communication of acceptance of offer by Cochin Port Authority, failing /refusing to execute the agreement as hereinafter provided, the tenderer shall be deemed to have abandoned the Contract and such an act shall amount to and be construed as the Contractor's calculated and willful breach of the Contract, the cost and consequence of which shall be to the sole account of the tenderer and upon such an event,

Cochin Port Authority shall have full right to claim damages therefore either together with or in addition to the forfeiture of Earnest Money Deposit.

**If an MSME registered contractor failed to comply with the conditions 14 an amount equal to 2% of the Estimated amount shall be recovered from any amount due to the contractor.** In addition, such bidder shall not be eligible to participate in the tenders invited by Cochin Port Authority for a period of **Two Years from the date of such cancellation of Letter of Acceptance.**

15 **Signing of Agreement:**

15.1 The successful tenderer will be required to execute within **21 days** from the date of receipt of Letter of Acceptance and after submission of Performance Security, an agreement at his expense on proper value Kerala State Stamp Paper in the prescribed departmental form, consisting of:

- a) The Tender Notice, all the documents including additional conditions/specifications and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading there to, and
- b) General Conditions of Contract-2016 (GCC), for the due and proper fulfillment of the Contract.

If Agreement is not executed within the period as specified above or such extension of that period as may be permitted by the official of Cochin Port Authority in writing, Cochin Port Authority at its discretion may cancel the Letter of Acceptance without paying any compensation to such bidder, in addition to forfeiture of Performance Security.

15.2 The Contractor shall make 10 copies of the Agreement and submit to CoPA within 7 days following the date of signing of Agreement.

16 Till signing of agreement the tender together with the acceptance letter shall constitute a binding Contract between the Contractor and Cochin Port.

17 Failure to comply with conditions **3ii(iv), 13.3 and 15.1** above will entail forfeiture of the Earnest Money. **If an MSME registered contractor failed to comply with the conditions 13.3 & 15.1 above an amount equal to 2% of the Estimated amount shall be recovered from any amount due to the contractor.**

18. **Micro Enterprises (ME's) Bidders who are registered with District Industries Centre (DIC) or Khadi and Village Industries Commission (KVIC) or Khadi and Village Industries Board (KVIB) or Coir Board or National Small Industries Corporation (NSIC) or directorate of Handicrafts and Handlooms or Udyog Aadhaar Memorandum or any other body specified by Ministry of MSME for similar nature of Works shall be eligible for issue of Bid Document free of cost and exemption from payment for issue of tender document & payment of EMD. They are required to submit documentary proof of such registration along with the offer, as detailed in Instructions to Bidders, for claiming the available exemptions and a scanned copy of Exemption Certificate duly notarized shall be uploaded in the e-Tender Portal. If the Registration Certificate does not pertain to the Category of 'Similar Works' mentioned above, the**

**Tender will be rejected.**

19. The undersigned reserves the right to reject/cancel/postpone any one or all tenders at any stage of the tender, which shall be binding on all bidders. It is not mandatory for Cochin Port to accept the bid of the Lowest Bidder, and Cochin Port at its discretion may accept the bid of any bidder, without mentioning any reason.
20. CoPA will determine whether the Tender is substantially responsive to the requirements of the Tender documents. For the purpose of this clause a substantially responsive Tender is one which inter alia conforms to all the terms, general conditions and specifications of the Tender documents and technically suitable. The Tenderer shall carefully submit all the documents as required under the Tender failing which the offer is liable to be treated as non-responsive. A Tender which, in relation to the cost estimates of CoPA, is seriously unbalanced may be rejected as non-responsive. The Tender which does not satisfy the pre-qualification criteria shall summarily be rejected and shall not be considered for further evaluation Tenders which do not fulfill all or any of the above conditions or which contain any other condition of any sort including conditional rebates or are incomplete in any respect is liable for rejection. Such tenders shall be entered in the tender opening register but their rates shall neither be read out nor entered in the register. Only remark mentioning the reason of rejection in brief shall be appended against such entry.
21. The Tenderer shall quote realistic rates in respect of the services to be provided. The rates shall be firm and no other increase or decrease in prices will be allowed during the currency of the contract. Canvassing in connection with tender is strictly prohibited and tenders submitted by the Contractors who resort to canvassing will be liable to rejection.
22. **Taxes and Duties:**
  - 22.1 TDS as per Income Tax Law & GST law shall also be deducted at prevailing rates.
  - 22.2 Deductions towards statutory taxes as per the rules, prevailing in force at the time of payment of bills shall be made while releasing the bill amount.
- 21.2. GST for the work will be paid extra by the Port. The GST applicable as per law can be billed on the Port Authority, which will be paid to the Contractor by the Board along with the bills, for which the Contractor holds valid GST Registration number and the GST is being collected. The following are also to be considered while claiming payment towards GST:
  - i. Invoice in specific format should be provided by the Contractor for every payment.
  - ii. GST Registration Number of Cochin Port Authority and the Contractor is to be clearly mentioned with all the bills.
  - iii. Invoice should be attached along with the running bills.
  - iv. The Contractor shall comply all the GST regulations, viz.; timely uploading of invoices and issue of debit/ credit notes.

- 21.3. Any stipulation by a tenderer that taxes and duties deductible from these bills should be borne by the Port Authority will result in the summary rejection of his /their tender.
- 22 Cess as per Building and other Construction Workers Welfare Cess Act (Act 28 of 1996) at the rate of one percent or at the rates prevailing in force at the time of payment of bills, of the cost of construction should be borne by the Contractor and the same will be deducted from Contractor's bills while making payment or when crediting amount to Contractor's account.
- 24 The Tender Document shall form part of the Contract.

**Sd/-**  
**Suptg. Engineer-I**  
**COCHIN PORT AUTHORITY**  
**FOR AND ON BEHALF OF THE BOARD OF MAJOR PORT**  
**AUTHORITY FOR COCHIN PORT**

## **2. TENDER FOR WORKS**

To

**The Board of  
Major Port Authority  
for Cochin Port  
Through  
The Chief Engineer  
Cochin Port Authority, Cochin-9**

I/We hereby tender for the execution of the work specified in the underwritten memorandum within the time specified in such memorandum at the rates specified in the schedule attached hereto and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in 'clause 16' of the General Conditions of Contract and with such materials as are provided for, by and in all other respects in accordance with such conditions so far as applicable.

### **MEMORANDUM**

- a) General description of work : **Providing landscaping and maintenance of landscaped and other areas at various locations in W/ Island for two years at Cochin Port Authority.**
- b) Estimated cost : **Rs.26,27,590.00 (Rs.26,27,581.29)**
- c) Earnest Money : **Rs.52,560.00**
- d) Security Deposit : 10% of the value of the Contract awarded or value of the work done whichever is higher. (Performance Security @ 5% of contract value payable on award of the contract and Retention Money 5% of the gross amount of each bill)
- e) Percentage, if any, to be deducted from the bills : The Retention Money will be recovered from the first running bill onwards at the rate of 5% of the gross amount of each bill.
- f) Time allowed for commencement of work from the date of receipt of work order : **7 days**
- g) Time allowed for the work from the date of commencement of work : **2 Years from the date of commencement.**
- h) Schedule, specifications, conditions, drawings etc. : As per "Contents" sheet attached.

Should this tender be accepted, I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions of Contract annexed here to so far as applicable

or in default thereof forfeit and pay to the Board the sum of money mentioned in the said conditions and to execute an agreement with the Board in the prescribed form or in default thereof to forfeit the Earnest Money deposited by me/us. The sum of Rs..... has been deposited with Financial Adviser and Chief Accounts Officer of the Port Authority as Earnest Money: (a) the full value of which is to be absolutely forfeited to the Board in office without prejudice to any other rights or remedies of the said Board in office should I/We fail to commence the work specified in the Contract Data or should I/We not deposit the full amount of Performance Security specified in the Contract Data in accordance with clause 52 of the said conditions of Contract otherwise the said sum of Rs. .... shall be retained by the Board as on account of such security deposit as aforesaid; or (b) the full value of which shall be retained by the Board on account of the security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered, upto maximum of the percentage mentioned in Contract Data and those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause 40.3 of the Conditions of Contract.

Dated the ..... day of ..... 2025

**Signature of the Tenderer**

Address :

Witness :

Address :

Occupation :

**ACCEPTANCE**

The above tender is hereby accepted by me for and on behalf of the Board.

Dated the .....day of .....2025.

Dated.....

**Chief Engineer  
COCHIN PORT AUTHORITY**

### **3. CONTRACT DATA**

**Items marked “N/A” do not apply in this Contract.**

<b>Sl. No.</b>	<b>Description</b>	<b>Reference Clause No. in GCC</b>								
1	<i>The following documents are also part of the Contract</i>									
	The Schedule of other Contractors	(8.2)								
	The Schedule of Key personnel – As per Tender	(9)								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Qualification of Staff</th> <th style="text-align: center;">No.</th> <th style="text-align: center;">Min. Experience (Years)</th> <th style="text-align: center;">Rate of recovery in case of non-compliance</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Horticulturist/ Experienced Gardener</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> <td style="text-align: center;">Rs.15,000/- p.m</td> </tr> </tbody> </table>	Qualification of Staff	No.	Min. Experience (Years)	Rate of recovery in case of non-compliance	Horticulturist/ Experienced Gardener	2	2	Rs.15,000/- p.m	
Qualification of Staff	No.	Min. Experience (Years)	Rate of recovery in case of non-compliance							
Horticulturist/ Experienced Gardener	2	2	Rs.15,000/- p.m							
2	The Employer is:	(1)								
	<b>The Board of Major Port Authority for Cochin Port, COCHIN PORT AUTHORITY, Cochin -9.</b>									
	Name of Authorized Representative:									
	Name : <b>Sri. B.Kasiviswanathan, IRSME, Chairperson, Cochin Port Authority, Cochin -9.</b>									
3	The Engineer is									
	Name : <b>Sri. Jassar.S.M Chief Engineer , Cochin Port Authority, Cochin-9.</b>									
	Name of Nominee/Engineer-in-Charge: Name: <b>Sri. M.V.Johny, Suptg.Engineer-I</b>									
4	<b>Name of Contract- Providing landscaping and maintenance of landscaped and other areas at various locations in W/ Island for two years at Cochin Port Authority. Tender No. T6/T-2048/2025-C</b>	(1)								
5	10 copies of Contract Agreement shall be furnished by the Contractor	(7.1)								
6	Tender document and other data are available at Cochin Port web site, Government of India CPP Portal and e – tendering portal. <a href="http://www.cochinport.gov.in">www.cochinport.gov.in</a> <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>	(7.2)								

Sl. No.	Description	Reference Clause No. in GCC	
	www.tenderwizard.com/CPT		
7	The Intended completion date for the whole of the Work is <b>2 Years</b> with the following milestones:	(17,28)	
8	Milestone dates:		
	Physical works to be completed		Period from the date of receipt of LoA to commence and proceed with the work
	<b>2 Years</b>		7 days
9	The following shall form part of the Contract Document: (1) Agreement (2) Letter of Acceptance (3) Bill of quantities (4) Contractor's Bid (5) Correspondence exchanged after the opening of the Bid and before the issue of Letter of Acceptance by which the Condition of Contract are amended, varied or modified in any way by mutual consent (to be enumerated). (6) Contract Data (7) General Conditions of Contract (8) General Description and Special Conditions of Contract (9) Technical Specifications (10) Drawings if any and (11) Any other documents listed in the Contract Data as forming part of the Contract.	(2.3)	
10	The Contractor shall submit a Program for the Works within 3 days of date of the Letter of Acceptance.	(27)	
11	<b>The site possession date</b> The site will be handed over within <b>7 days</b> after issue of LoA, and failure to take over the same within such period shall be attributable to contractor alone.	(21)	
12	The start date shall be <b>7 days</b> from the date of receipt of the Letter of Acceptance (LoA) by the Contractor.	(1)	
13	The site is located in W/Island.		
14	The Defects Liability Period: <b>One year from the date of completion of the work.</b>	(36) NA	
15	The minimum insurance cover for physical property, injury and death is <b>Rs.10 lakhs (Rupees Ten lakhs)</b> per occurrence with the number of occurrences unlimited. After each occurrence, Contractor will pay additional	(13)	

<b>Sl. No.</b>	<b>Description</b>	<b>Reference Clause No. in GCC</b>
	premium necessary to make insurance valid always.	
16	The following events shall also be Compensation Events: <b>NIL</b>	(44)
17	The period between Programme updates shall be 7 days.	(27)
18	The amount to be withheld for late submission of an updated programme shall be ----- <b>NA</b>	(27)
19	The language of the Contract documents is <b>English.</b>	(3)
20	The law, which applies to the Contract, is the law of Union of India.	(3)
21	The currency of the Contract is <b>Indian Rupees.</b>	(46)
22	The proportion of payments retained (Retention Money) shall be 5% from each bill subject to a maximum of 5% of the contract price.	(48)
23	The maximum amount of Liquidated Damages for the whole of the works is <b>10%</b> of the Contract Price.	(49)
24	The amounts of the advance payments :	(51)
	The advance payments as applicable to the contract are: <b>NA</b>	
25	Repayment of advance payment for mobilization: <b>NA</b>	(51)
26	Repayment of advance payment for Construction and equipment: <b>NA</b>	(51)
27	Repayment of Secured Advance: <b>NA</b>	(51)
28	The date by which “as-built” drawings are required is within 90 days of issue of certificate of completion of whole or section of the work, as the case may be: <b>NA</b>	(58)
29	The amount to be withheld for failing to supply “as built” drawings and/or operating and maintenance manuals by the date required is ----- <b>NA</b>	(58)
30	Schedule of Rates Applicable: CPWD DSR 2018 + 55% Cost Index x 0.8768 for deducting GST.	
31	Base Rate for materials to be considered for price variation <b>NA</b>	(47)
32	Permissible wastage on theoretical quantities of (a) Cement : (+) 2% (b) Steel Reinforcement and structural steel sections for each diameter, section and category : (+) 5.99 % (c) Bitumen/Bitumen emulsion : (+) 2.5%	(47) <b>NA</b>

#### **4. INSTRUCTIONS TO TENDERERS**

- 4.1 Electronic Tenders (e-tenders) on percentage basis under “Two Cover system” are invited for **“Providing landscaping and maintenance of landscaped and other areas at various locations in W/ Island for two years at Cochin Port Authority”**.
- 4.2 The tenderer shall submit the tender Cover-A (Hard Copy of EMD & Cost of Tender form **on the due date of submission of the tender within the prescribed time limit**. All the Technical Bid documents & Price Bid shall be submitted **“online”**.
- 4.3 The Tender Document will be available as three separate files in the e-tendering Portal:
- i. A. Technical Bid Documents (as per Sl. No 1 to 7 of the Contents sheet)
  - ii. B. Price Bid: Schedule of quantities of Work- Schedule-A and
  - iii. C. General Conditions of Contract-2016
- 4.4 The tenderer shall upload the documents indicated in 4.3 (i) & (iii) above and also the Schedule of Quantities(Percentage) [as per Cl.4.3(ii), duly filled in, **“online”**.
- 4.5 **SUBMISSION OF TENDERS**
- 4.5.1 The Cover A containing hard copy of EMD & Cost of Tender form as mentioned in Table 3 of Tender Notice shall be submitted **on the due date of submission of the tender within the prescribed time limit**.
- 4.5.2 **Technical Bid (Online mode)**
- 4.5.2.1 Technical Bid shall contain all technical and commercial details except Schedule of Quantities. It shall consist scanned/ soft copies of the following documents.
- a) A covering letter from the tenderer enlisting the enclosures/ attachments.
  - b) Original Tender Document (Technical Bid) including all Addendum/Corrigenda if any except Schedule of Quantities.
  - c) Copy of the documents in proof of fulfilment of the Minimum Qualification Criteria
  - d) Copy of PAN Card, ESI/EPF & GST Registration documents.
  - e) Copy of Authorisation documents of Signatory of the bid in case of Registered Partnership firm / Limited company
  - f) Partnership deed or Memorandum and Article of Association of the company and registration certificate of the company as the case may be.
  - g) Bank information for e-payment system (Annexure IV)
  - h) Power of Attorney (AnnexureIII)
  - i) Any other relevant document.
- 4.5.2.2 Scanned copies of all documents as per Clause 4.5.2, EMD and Cost of Tender Form shall be submitted as “Technical Bid”.
- 4.5.2.3 Departmental Tender Document (except Schedule of Quantities), along with scanned copies of Cost of Tender form, EMD and other documents as per Clause 4.5.2 shall be submitted ‘online’ before 14.30 hrs of opening date of the Tender. **In no case shall filled in Price Bid - Schedule of Quantities be submitted in hard copy, as it shall result in rejection of the tender.**

4.5.2.4 No changes shall be made in the tender documents. An undertaking that no changes have been made in the Tender document downloaded has to be furnished in **Annexure-II**

**4.5.3 Price Bid:**

4.5.3.1 Price Bid shall contain only the “Schedule of Quantities”, which shall be **submitted only in e-tendering mode.**

4.5.3.2 **Tenderer should ensure that his tendered percentage as per ‘Price Bid’ is not mentioned anywhere in any other documents, directly or indirectly. If any such mention is made, the tender will become invalid and shall become liable for rejection.**

4.6 **Minimum Eligibility Criteria: The bidders eligible for participating in the tender may be Individual, Proprietorship, Registered Partnership firms, L.L.P, Company or JV. The proof thereof shall be submitted.**

**a) Experience**

The tenderers should have experience of having successfully completed during the last 7 (seven) years ending 31st March, **2025**, at least either:

i. Three Similar Works each costing not less than **Rs.10.51 lakhs**

**(OR)**

ii. Two Similar Works each costing not less than **Rs.13.14 lakhs**

**(OR)**

iii. One Similar Work costing not less than **Rs.21.02 lakhs**

**b) Financial Turnover**

Average Financial Turnover of the tenderer over the last three financial years ending 31<sup>st</sup> March 2024 [2021- '22 ,2022- '23 2023- '24,] shall not be less than **Rs.7.88 lakhs.**

**Explanatory Notes to a) & b) :**

i. Similar work(s) means **“Construction of Landscaped areas/ Gardens and Maintenance & upkeeping of Landscaped areas/ Gardens”**. The experience certificate of works executed in private sectors/ organisations shall be considered for qualification, only on submission of TDS certificate (**Form No.26AS**) along with work order and completion certificate.

ii. Copy of completion certificates of each work issued by the employer/ owner/ responsible officer of the employer/owner under whom he has executed such contract shall be attached. The certificate shall contain details of work involved specifying the nature of work, the completion cost of the work, date of commencement & date of completion of the work.

iii. The works reckoned for the above purpose are those executed by the tenderers as prime Contractor or proportionately as member of joint venture or Sub Contractor. The Sub-Contractor shall be an authorized and approved Sub-Contractor by the Employer of the work(s) against which the tenderer has claimed his experience. The tenderer shall attach attested copy(s) of approval issued by the Employer(s) authorizing as a Sub-Contractor; in proof of the claim of the tenderer as a sub-Contractor. The tenderer is also obliged to produce the original of the certified

- copy(s) on request by the department.
- iv. Following enhancement factors will be used for the costs of works executed for bringing the financial figures to a common base value in respect of the works completed in the past years.

**Table 1**

Year before	Multiplying factor
One year	1.07
Two years	1.14
Three years	1.21
Four years	1.28
Five years	1.35
Six years	1.42

v. **Financial Turnover:**

In proof of Financial Turnover Audited Annual Accounts Statements (Balance Sheet & Profit & Loss Account Statement) & Turnover Certificate signed by the Chartered Accountant or IT returns duly acknowledged by the Income Tax department along with Computation Statement signed by the Chartered Accountant, for the last three years ending on 31<sup>st</sup> March 2024 shall be produced by the tenderer.

**4.7 Other Eligibility Considerations**

4.7.1 Even **though** the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:

- i. made misleading or false representations in the forms, statements and attachments submitted in proof of the qualification requirements; and/or
- ii. record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures, disqualifications/ black listing/ debarring by Govt. departments etc.

4.7.2 **The bidders having EPF/ ESI registration certificates only shall be considered for qualification in the tender, if applicable, as per EPF /ESI Acts. In case, the Tenderer does not have the required number of employees which makes such registration mandatory, an Undertaking as per Annexure I to the effect shall be furnished.**

**4.8 OPENING AND EVALUATION OF TENDERS**

4.8.1 Technical Bids of the tenders received shall be opened at 15.00 hrs. on **22/04/2025**, the last date fixed for receiving the bid, in the SE-I's chamber in the presence of the tenderers or their representatives as may be present.

4.8.2 After opening the Technical Bid documents, it shall be thoroughly checked for completeness with respect to the details stipulated to be submitted as Technical Bid by the tenderer. The Price Bid of those tenderers satisfying the tender requirements shall only be opened. The Price Bid of those tenderers who are found responsive and satisfactory on evaluation of Technical Bid documents, will be opened after bringing all tenderers to the same footing and giving notice to the short listed tenderers, on a date to be decided and intimated later.

#### 4.9 GENERAL INSTRUCTIONS TO TENDERERS

- 4.9.1 The submission of a tender by the tenderer implies that he has read the whole tender Documents including GCC-2016.
- 4.9.2 The tenderer is advised to visit and examine the site of work and its Surroundings, discuss with connected agencies and collect all necessary information on his own responsibility for preparing the tender.
- 4.9.3 The tenderer is expected to examine the Tender Documents including all conditions, specifications, forms etc and also conditions in the G.C.C. Failure to furnish the information required in the Tender Documents/ G.C.C. or submission of a tender not conforming to the requirements in every respect, is likely to result in the rejection of the tender.
- 4.9.4 The tenderer shall quote for the work on percentage basis. The departmental rate for each item of work is given in the Schedule of Quantities. The tenderer shall fill the percentage above or below the Departmental rate, in the column provided for the purpose in the Schedule.
- 4.9.5 In case of discrepancy between the specifications and the drawings, the following order of preference shall be observed:
  - a. Conditions & Specifications of tender
  - b. Drawings.
  - c. B.I.S Specifications.
  - d. Sound Engineering Practice.
- 4.9.6 If there are varying or conflicting provisions made in any document forming part of the Contract, the Chief Engineer, Cochin Port Authority, Cochin-682009 shall be the deciding authority with regard to the intention of the document which will be binding on the tenderer/ Contractor.
- 4.9.7 Any error in description, any omissions there shall not vitiate the Contract or release the Contractor from the execution of whole or any part of the works comprised therein according to specifications or from any of his obligation under the Contract.
- 4.9.8 The Chief Engineer, Cochin Port Authority shall have the right to omit or Suspend certain items of work or revise or amend the Tender Documents at any time prior to the due date of submission of the tender. Such revisions or amendments or extensions if any, shall be communicated to all the bidders who have downloaded the Tender Documents, in the form of an addendum by telefax /e- mail / writing. In order to afford the Bidders with reasonable time to take addendum into account, or for any other reason, the Port Authority may, at its discretion, extend the due date for submission of tender.
- 4.9.9 All payments due to the Contractor under this Contract will be made in Indian Rupees only.
- 4.9.10 Tenders received after the date specified for submission shall not be opened.
- 4.9.11 The Bank Guarantees (BGs) to be furnished by the Contractors in connection with the tender shall be sent to by the Chief Engineer, Cochin Port Authority directly by the issuing bank under registered post with AD. The Contractor shall take the responsibility of sending BGs directly to the Port Authority by the issuing bank.

**4.10 Bid Validity**

Bids shall remain valid for a period not less than Ninety days (90 days) from the deadline date for bid submission. A bid valid for a shorter period shall be rejected by the Employer as non-responsive.

In exceptional circumstances, prior to expiry of the original time limit, the Employer may request the Bidder to extend the period of validity for an additional period. The request and bidders response shall be made in writing. A bidder agreeing to the request will not be permitted to modify his bid (ie, the extension shall be unconditional).

**SIGNATURE OF TENDERER.**

## **5.GENERAL DESCRIPTION AND SPECIAL CONDITIONS OF CONTRACT**

### **5.1 SCOPE OF WORK**

5.1.1 The proposed work is for “**Daily cleaning of washrooms/ toilets of New & Old Administrative Building and Public Toilets in Willingdon Island for a period of one year**”. The work consists of the following:

- i. *Cleaning & maintaining the whole works and facilities of the landscaped areas excluding mowing/ grass cutting the lawn area and other areas viz :*
  - (i) *Harbour House compound, (ii) between entrance of Harbour house and garage near Harbour House, including disposing of the rubbish within a lead of 6kms including*
    - (a) *Proper up keep of lawn by deweeding, manuring etc.*
    - (b) *Proper up keep of plants by pruning, nursing, manuring etc.*
    - (c) *Repotting and planting of plants*
    - (d) *Watering daily except rainy days*
    - (e) *Any other work connected with the maintenance of landscaped areas etc.*
    - (f) *Supply of tools/ materials/ labour etc.*

*One labour shall be assigned for this work.*
- ii. *All the above shall be completed as per detailed specifications and directions of Engineer-in-Charge. Cleaning & maintaining the whole works and facilities of the landscaped areas excluding mowing/ grass cutting the lawn area and other areas viz :*
  - (i) *Administrative blocks compound except the lawn in front of stage, (ii) adjacent to compound wall of AD block, Old CAD, and customs House, (iii) triangular and circular traffic islands, (iv) Marine House compound(v) Port Guest House & Guest House Annex etc. including disposing of the rubbish within a lead of 6kms including*
    - (a) *Proper up keep of lawn by deweeding, manuring etc.*
    - (b) *Proper up keep of plants by pruning, nursing, manuring etc.*
    - (c) *Repotting and planting of plants*
    - (d) *Arranging flower pots in offices as and when required*
    - (e) *Watering daily except rainy days*
    - (f) *Any other work connected with the maintenance of landscaped areas etc.*
    - (g) *Supply of tools/ materials/labour etc.*
- iii. *3 labourers shall be assigned for the work. All the above shall be completed as per detailed specifications and directions of Engineer-in-Charge. Maintaining the landscaped areas/ lawn area/ other areas by mowing/ cutting and removing grass and overgrowth of vegetation at (i) Harbour House compound, (ii) Marine House compound, (ii) Administrative blocks compound except the lawn in front of stage, and (iv) Port Guest House & Port Guest House Annex (v) adjacent to compound wall of AD block, Old CAD, and customs House, (vi) triangular and circular traffic islands, (vii) between entrance of Harbour house and garage near Harbour House by mowing/ cutting and removing grass and other over growth and disposing of the rubbish within a lead of 6kms including*
  - (a) *Proper up keep of lawn and other areas by mowing/ cutting ans*

*removing grass and overgrowth of vegetation.*

*(b) Any other work connected with the maintenance of landscaped areas etc.*

*(c) Supply of brush cutter/ Mower/labour etc.*

5.2 *All the above shall be completed as per detailed specifications and directions of Engineer-in-Charge. This shall be done twice a month. Any leaves will be deducted. Works shall be carried out as and when required as directed by the Engineer-in-charge. The work shall be meticulously planned in consultation with the departmental supervisory staff and nearby users, so that minimum inconvenience is caused to the functions of the wharf.*

5.3 **SPECIFICATIONS**

The specifications attached shall be considered as part of the contract and shall be complimentary to one another. Any work or materials mentioned in one, but not mentioned in the other should be carried as if it is mentioned in both.

5.4 **WORK SITE**

The work has to be carried out is at Willingdon Island. The site is accessible through road and water. Security rules and regulations including obtaining passes etc. for work are to be observed by the contractor. The work is to be carried out without disturbing the normal Port operations.

5.5 **TIME SCHEDULE AND MONITORING OF PROGRESS**

The tenderer shall prepare and attach with the tender a detailed work schedule indicating **key** activities and critical items for the construction and maintenance of Landscaped areas and gardens during the stipulated Contract period of **2 Year**. This time schedule will form the basis for monitoring the progress of work.

5.6 **MATERIALS / FACILITIES TO BE PROVIDED BY DEPARTMENT CONTRACTOR'S WORK AREA**

Space will be made available to the Contractor free of rent for storing materials and equipments etc., adjacent to the work site for the duration of the Contract. After the work is over, Contractor shall at his cost, reinstate the area by clearing the temporary works, debris etc. as decided by the Engineer's Nominee.

5.7 **CONTRACTOR'S RESPONSIBILITY**

5.7.1 The tenderer shall visit the area before tendering. It will be deemed that the tenderer has visited the site and studied the site conditions before submitting the tender. The tenderer should get himself acquainted with the nature and extent of the work. No claim whatsoever will be entertained on the plea of ignorance of difficulties involved in execution of work or carriage of materials etc.

5.7.2 All materials, plants and equipments, required for the work shall be provided by the Contractor at his own cost, and shall conform to relevant I.S. Specification unless otherwise specified.

5.7.3 Samples of all materials like Pearl grass, Mexican Grass, Earth, Compost etc, to be incorporated in the work shall be got approved by the Engineer's Nominee before procurement.

5.7.4 The Contractor shall thoroughly study the specifications and errors omissions/modifications if any shall be brought to the notice of the Engineer – in-Charge well in advance so that a final decision in the matter could be given

- in time.
- 5.7.5 All labour, skilled or unskilled shall be provided by the Contractor. Settling any dispute with the labour will be Contractor's responsibility. Insurance as per Indian Workmen's Compensation Act for the Contractors' workmen and Public Liability Policy shall be provided by the Contractor at his own cost.
- 5.7.6 The Contractor shall be solely responsible for any damage or injury to the persons or things caused or suffered during the execution of the work and shall be made good or compensated at his own cost.
- 5.7.7 The Contractor shall take all care and precautionary measures for avoiding any kind of damage/ accidents in the work site due to any of his reasons. The Contractor shall indemnify the Port against any compensation whatsoever payable to the workmen for accident or loss arising out of and in the course of their employment under this Contract.
- 5.7.8 The work shall be arranged by the Contractor without causing any damage to Port structures. Any damage or accident caused by the Contractor's operation shall be compensated / made good at Contractor's risk and cost to the satisfaction of the Engineer's Nominee of the works, failing which department will do the rectification work and the cost incurred will be recovered from his bill or from security deposit.
- 5.7.9 The Contractor shall not construct any structure, even of temporary nature, for any purpose at site, except with the written permission of the Engineer's Nominee of the work and any construction so put up shall be removed by the Contractor whenever the Engineer's Nominee calls upon the Contractor to do so.
- 5.7.10 The Contractor shall remove all temporary works, clear and make good the site, at his cost to the satisfaction of the Engineer's Nominee before the site is returned to the Port Authority. All materials shall be disposed to any place as pointed out by the Engineer's Nominee of the work and site shall be cleared in every respect at no extra cost after completion of work.
- 5.7.11 The Contractor shall remove all materials brought to work site / stacked at the work site or anywhere else within the Port area and clear the site at his cost to the full satisfaction of the Engineer's Nominee before the site is returned to the Port Authority. All such materials including debris, tools & plants etc. shall be disposed off to any place as pointed out by the Engineer's Nominee or be taken away from the location and shall be cleared in every respect and to reinstate to its original condition at no extra cost to the Port Authority immediately after completion of the work. In case, any such material is found left in the work site or anywhere in the Port area, rent for the storage space occupied by the Contractor, either for stacking the materials /debris or for areas used for such purpose but not cleared thereafter, will be recovered as per the prevailing Scale of Rate of Cochin Port Authority, for the rent applicable for open storage space for commercial purpose, for the period for which the area had been occupied by the Contractor. In addition to the above, in case the Port requires the area immediately for its use, Port will repossess the land after restoring it to its original condition, material will be confiscated and disposed off at the risk and cost of the Contractor, after issuing two notices giving 15 days' time each for

removing the material. All expenses incurred in this shall be recovered by disposing off the material if any confiscated. If any balance amount still remains to be realized that will be recovered from the Contractor by appropriate means.

- 5.7.12 The Contractor shall observe all safety regulations during the execution of the work. Safety measures, precautions, warning signals etc. shall be taken/provided at the Contractor's cost, as directed by the Engineer-in-Charge of the work. The Contractor shall provide all necessary personnel protection equipments such as helmet, lifeguard, goggles, boots, safety belts etc. to the workmen at his own cost and it shall be the Contractor's responsibility to ensure that they use it while on the work site.
- 5.7.13 The Contractor shall ensure that no labourers with criminal background are engaged for the work.
- 5.7.14 The contractor shall take all precautions for not to damage any cables, pipelines etc. passing through the area of work.
- 5.7.15 The Contractor shall comply with all the provisions of the Indian Workmen's Compensations Act, Public Liability Policy, Provident Fund Regulations, Employees Provident Fund and ESI Act etc. amended from time to time and rules framed there under and other laws affecting the Contract labour that may be brought in to force from time to time.
- 5.7.16 **The bidders having EPF/ ESI registration certificates only shall be considered for qualification in the tenderers, if applicable, as per EPF /ESI Acts. In case, the Tenderer does not have the required number of employees which makes such registration mandatory, an Undertaking as per Annexure I to the effect shall be furnished..**
- 5.7.17 The Contractor shall provide, at every work place, at which 20 or more women workers are ordinarily employed, crèches of reasonable size and with adequate facility for the use of their children under the age of six years at his risk and cost.
- 5.7.18 The Contractor shall also be responsible for arranging and carrying out works as mentioned in Clauses 1.1 & 1.2 above.

## 5.8 **POWER AND WATER**

- 5.8.1 Electric power required for the work can be supplied by the department from the nearest existing line of the Port Authority at prevailing rates. The cost of drawing temporary lines/ cables/ providing switches and making connection and metering arrangements etc, shall be borne by the Contractor. If there is any disruption in the power supply due to supply failure/ restrictions imposed by the Kerala State Electricity Board, the department shall not be held responsible and the Contractor has to make suitable alternative arrangements at their cost.
- 5.8.2 Water required for the work shall be available at the washrooms toilets etc.

## 5.9 **WORKMANSHIP**

- 5.9.1 All the works shall be done strictly according to relevant B.I.S. specifications unless otherwise specified. Whenever special conditions and other specifications deviate from the B.I.S. the former shall prevail.
- 5.9.2 The whole work shall be completed in a diligent manner within the Contract period and defect or imperfection if any, observed during the Defect Liability

Period/ guarantee period the same shall be rectified at Contractor's cost to the full satisfaction of the Engineer's Nominee within the time allowed.

5.9.3 Precautions shall be taken for not to damage cables/ pipe lines etc.

5.9.4 The work shall be arranged in the order of preference and as directed by the Engineer's Nominee of work.

5.10 **TEMPORARY WORKS**

5.10.1 All scaffolding, staging, bracing and other temporary works required for proper execution of the works, shall be provided by the Contractor at his own cost, unless stated otherwise and that should be inclusive of all materials, labour, supervision and other facilities. The layout and details of such temporary works shall have prior approval of the Engineer's Nominee, but the Contractor shall be responsible for proper strength and safety of the same. All temporary works shall be so constructed as not to interfere with any permanent work or with the work of other agencies. If it is necessary to remove any of the temporary works at any time to facilitate execution of works or work by other agencies, such removal and re erection, if required, shall be carried out by the Contractor at the direction of Engineer's Nominee without any delay and any extra cost on this account shall be borne by the Contractor.

5.10.2 On completion of the works, temporary works if any provided by the Contractor shall be removed from the site and the area shall be reinstated to the original condition at his own risk and cost.

5.11 **TIME FOR COMPLETION**

5.11.1 The time allowed for carrying out the work as mentioned in the memorandum shall be strictly observed by the Contractor. The work shall throughout the time period be proceeded with diligence, time being deemed to be the essence of the Contract. The number of days lost due to heavy rain shall be certified by the Engineer's Nominee. The Contract period shall be extended for such certified days also without imposing compensation for delayed performance.

5.11.2 The whole work shall be completed in accordance with the provisions under Contract Data or such extended time as may be allowed as per clause 29 of G.C.C.

5.12 **WORKING TIME**

The normal working time of the Port Authority is from 8 a.m. to 4.00 p.m. on all weekdays. If the Contractor wishes to carry out the work beyond normal working hours and or on holidays, he should get specific approval from the Engineer's Nominee for the same. Necessary supervision will be arranged by the department and the expenditure to be incurred in this connection will be borne by the department.

5.13 **RATES FOR VARIOUS ITEMS**

The rate specified for each item shall be all inclusive value of the finished work, income tax and other taxes but excluding Service Tax.

5.14 **ALTERATIONS / ADDITIONS / OMISSIONS**

The quantities given in the bill of quantities (Schedule of items) are only approximate and payment will be made as per actual quantity of work done and rate specified.

## 5.15 **MEASUREMENT**

- 5.15.1 The quantities shall, unless otherwise stated, be measured in accordance with I.S.1200.
- 5.15.2 For levying compensation as per Clause-49 of General Conditions of Contract (GCC), the Employer is not required to have documentary evidence to quantify or prove the losses suffered by the Employer due to delay in completion of work by the Contractor, as per conditions.

## 5.16 **TERMS OF PAYMENT**

- 5.16.1 For the maintenance, which will include watering, dewatering, mowing, periodic manuring, taking care of flowers, pots, maintaining of fountain etc, upkeeping the Harbour House compound & Marine House compound. **Payment shall be made on monthly intervals, subject to condition as per clause 5.20 below.** The first payment shall be after the expiry of one month from the date of commencement of the maintenance period.
- 5.16.2 The periodic maintenance of monthly intervals as per clause 5.1 above shall be made only upon certification by the Engineer-in-Charge and the facilities have been properly maintained and take care of.

## 5.17 **PENALTY FOR NON PERFORMANCE OF WORK**

- 5.17.1 If the contractor fails to maintain the facilities satisfactorily as per specifications & instructions of the Horticulturist in any item in full or part thereof this item in full will not be reckoned for payment purpose and there shall be a penalty amount equal to departmental rate with quoted percentage for that item.
- 5.18 A register shall be maintained by the contractor for satisfactory completion of each day's work, and it shall be got verified and countersigned by the Engineer-in-Charge or his authorized representative at the end of each day's work for its acceptance, failing which, that days will not be considered for payment purpose.
- 5.19 Clause-25 of GCC- 'Settlement of Disputes and Arbitration' is not applicable in this Contract.
- 5.20 Clause-26 of GCC- 'Computerised Measurement Book' is modified to the extent as detailed below.

### **Measurements of Work Done:**

Executive Engineer (hereinafter called the Engineer's Nominee) shall, except as otherwise provided, as certain and determine by measurement the value in accordance with the Contract of work done.

All measurement of all items having financial value shall be entered in Measurement Book and/or level field book so that a complete record is obtained of all works performed under the Contract.

All measurements and levels shall be taken jointly by the Engineer's Nominee or his authorised representative and by the Contractor or his authorised representative from time to time during the progress of the work and such measurements shall be signed and dated by the Engineer's Nominee and the Contractor or their representatives in token of their acceptance. If the Contractor objects to any of the measurements recorded, a note shall be made to that effect with reason and signed by both the parties.

If for any reason the Contractor or his authorised representative is not available and the work of recording measurements is suspended by the Engineer's Nominee or his representative, the Engineer's Nominee and the Department shall not entertain any claim from Contractor for any loss or damages on this account. If the Contractor or his authorised representative does not remain present at the time of such measurements after the Contractor or his authorised representative has been given a notice in writing three (3) days in advance or fails to countersign or to record objection within a week from the date of the measurement, then such measurements recorded in his absence by the Engineer's Nominee or his representative shall be deemed to be accepted by the Contractor.

The Contractor shall, without extra charge, provide all assistance with every appliance, labour and other things necessary for measurements and recording levels.

Except where any general or detailed description of the work expressly shows to the contrary, measurements shall be taken in accordance with the procedure set forth in the specifications notwithstanding any provision in the relevant Standard Method of measurement or any general or local custom. In the case of items which are not covered by specifications, measurements shall be taken in accordance with the relevant standard method of measurement issued by the Bureau of Indian Standards and if for any item no such standard is available then a mutually agreed method shall be followed.

The Contractor shall give not less than seven days' notice to the Engineer's Nominee or his authorised representative in charge of the work before covering up or otherwise placing beyond the reach of measurement any work in order that the same may be measured and correct dimensions thereof be taken before the same is covered up or placed beyond the reach of measurement and shall not cover up and place beyond reach of measurement any work without consent in writing of the Engineer's Nominee or his authorised representative in charge of the work who shall within the aforesaid period of seven days inspect the work, and if any work shall be covered up or placed beyond the reach of measurements without such notice having been given or the Engineer's Nominee's consent being obtained in writing the same shall be uncovered at the Contractor's expense, or in default thereof no payment or allowance shall be made for such work or the materials with which the same was executed.

Engineer's Nominee or his authorised representative may cause either themselves or through another officer of the department to check the measurements recorded jointly or otherwise as aforesaid and all provisions stipulated herein above shall be applicable to such checking of measurements or levels.

It is also a term of this Contract that recording of measurements of any item of work in the measurement book and/or its payment in the interim, on account or final bill shall not be considered as conclusive evidence as to the sufficiency of any work or material to which it relates nor shall it relieve the Contractor from liabilities from any over measurement or defects noticed till completion of the defects liability period.

1. **Clause 45 and Clause 80 of GCC shall be modified as below;**  
**Clause 45-Rates for items to be inclusive of Taxes** The rate quoted by the Contractor shall be inclusive of the cost of provision of plant and equipment, materials, labour, execution, supervision, maintenance, overheads and profits and every incidental and contingent cost and charges whatsoever excluding Goods and Service Tax (GST). GST as may be applicable from time to time shall be shown separately in the invoice. The Employer will perform such duties in regard to the deduction of such taxes at sources as per applicable law. Any new Taxes, levies, duties imposed after signing the Contract shall be reimbursed by the Employer on production of documentary evidence. The invoice to be submitted by the Contractor should include the GST Registration Number of the Contractor as well as the Employer.  
**Clause 80-Taxes and Duties Income Tax** The Contractor and his staff shall be responsible for payment of all personal income taxes to the concerned authorities as per the law in force from time to time. Deduction of Income Tax shall be made by the Employer from each certificate of payment to the Contractor at the rate of 2% plus surcharge or such other rates as may be specified by the Central Government from time to time, on the gross amount of the Contractor's bill for payment. The Contractor shall comply all the GST Regulations viz. timely uploading of bills, issue of debit/ credit notes etc.
2. Sub clause **43.2** under **Clause 43:Payments,.....** in GCC 2016 stands amended as given below:
  - 43.2 Payment of bills for Civil Works shall be regulated as detailed hereunder:
    - 43.2.1 Any Interim/Final bill which is incomplete in any respect shall be returned to the Contractor within 5 days of date of submission of bill to the Engineer or his Nominee.
    - 43.2.2 Interim bills shall be paid within 21 days of date of submission of bills in full shape, by the Contractor, as detailed below.
    - 43.2.3 Clarifications/corrections if any required on an Interim bill submitted, shall be sought from the Contractor within 4 days of submission of the bill and also, all such clarifications/corrections required shall be sought at one go except in exceptional circumstances. The Contractor shall submit the clarifications including carrying out corrections in the bill, if required, within 4 days thereafter. The clarified / corrected bill shall be verified and forwarded to Finance Department within the next 4 days. Clarifications if any required by the Finance Department shall be sought within 3 days and the Engineer/Nominee shall clear it on top priority within the next 3 days and, finally, the bill shall be paid to the Contractor within 3 days thereafter, i.e., within a total 21 days of date of submission of bills in full shape, as indicated above.
    - 43.2.4 However, on request by the Contractor, 75% of the bill amount shall be paid within 7 days of submission of the bill. Balance amount of the verified bill shall be paid within 21 days of the

submission of the bill, on completion of all contractual requirements as brought out at sub clause 43.2.3. above.

- 43.2.5 Final bill shall be paid within 3 months of issue of Taking Over Certificate by the Engineer / Nominee, as detailed below.
- 43.2.6 The Contractor shall submit the Final bill to the Engineer / Nominee within 20 days of issue of Taking Over Certificate by the Engineer / Nominee. The bill shall be checked and all clarifications/corrections required on the bill submitted, shall be sought from the Contractor within 15 days thereafter. The Contractor shall submit the clarifications including carrying out corrections in the bill, if required, within the next 10 days. The clarified / corrected bill shall be verified and forwarded to Finance Department within the next 15 days. Thereafter, clarifications if any required by the Finance Department shall be sought within 10 days and the Engineer/Nominee shall clear it on top priority within the next 10 days and, finally, the bill shall be paid to the Contractor within 10 days thereafter, i.e., within a total 3 months of issue of Taking Over Certificate by the Engineer / Nominee, as indicated above.
- 43.2.7 However, on request by the Contractor, 50% of the final bill amount shall be paid within 7 days of submission of the bill, which will be adjusted against the final bill payment, on completion of all contractual requirements as brought out at sub clause 43.2.6. above.

**SIGNATURE OF TENDERER**

## **6. DETAILED SPECIFICATIONS FOR ITEMS OF WORKS**

### **6.1 GENERAL**

- 6.1.1 The whole work and facilities provided under this tender shall be maintained and carried out for one year from the date of commencement.
- 6.1.2 All works related to proper upkeep of the lawn and plants like periodic manuring, watering, weeding, mowing of grass, applying pesticide, fungicides etc. arranging plotted plants in the landscaped area supplied by department, cleaning the entire area etc. and disposing the sweepings to the nearest dust bin and up keeping the Harbour House & Marine House compound, including up keeping the foot paths and passages.
- 6.1.3 The contractor shall be responsible for replacing/ repairing any part of landscape if the same gets damaged due to lack of proper care during this period.
- 6.1.4 During maintenance period, cutting the branches of trees, plants are found necessary as directed by the Engineer-in-Charge, the branches/ plants thus cut shall be disposed off within a lead of 6 Km without any extra cost to the department.

### **6.2 TECHNICAL SPECIFICATIONS**

#### **6.2.1 Surface dressing of the ground**

- 6.2.1.1 Surface dressing shall include cutting and filling upto a depth of 15 cm and clearing of shrubs, rank vegetation, grass, brushwood, trees and saplings of girth upto 30 cm measured at a height of one metre above the ground level and removal of rubbish and other excavated material upto a distance of 50 metres outside the periphery of the area under surface dressing. High portions of the ground shall be cut down and hollows depression filled upto the required level with the excavated earth so as to give an even, neat and tidy look.
- 6.2.1.2 Uprooting of Vegetations  
The roots of grass and saplings shall be removed to a depth of 60 cm below ground level or 30 cm below formation level or 15 cm below sub-grade level, whichever is lower. All holes or hollows formed due to removal of roots shall be filled up with earth rammed and levelled. Trees, shrubs, poles, fences, signs, monuments, pipe lines, cable etc., within or adjacent to the area which are not required to be disturbed during jungle clearance shall be properly protected by the contractor at his own cost and nothing extra shall be payable.
- 6.2.1.3 Disposal  
All unserviceable materials, grass, root of grass etc. which in the opinion of the Engineer-in-Charge cannot be used shall be removed up to a distance of 50 m outside the periphery of the area under clearance. It shall be ensured by the contractor that unserviceable materials are disposed off in such a manner that there is no likelihood of getting mixed up with the materials meant for construction of Landscaping/ garden.
- 6.2.1.4 Measurements  
Length and breadth of the dressed ground shall be measured correct to the nearest cm and the area worked out in square metres correct to two places of decimal.

#### 6.2.1.5 Rates

The rates shall include cost of labour, tools, equipments etc. involved in all the operations described above.

#### 6.2.2 **Supply of Materials**

6.2.2.1 The red earth supplied shall be free from weeds, grass, roots of plants, roots of grass etc. The red earth shall be sufficiently fertile good for the growth of grass & plants. The earth shall be free from pebbles. Before supplying the red earth the same shall be got approved by the Engineer-in-charge.

6.2.2.2 Coco peat blocks, Regent (insecticide), Compost etc. supplied shall be good approved quality and brand as approved by the Engineer-in-charge. The materials shall be supplied from recognized manufacturers.

6.2.2.3 The Mexican grass and Pearl grass carpets shall be free from diseases, weeds, pests, fungi etc. The grass supplied shall be from recognized nurseries/ agencies.

#### 6.2.3 **Mixing of Red earth, coco peat and manure etc.**

6.2.3.1 The Coco peat, manure etc. shall be mixed with the red earth as per the proportion directed by the Engineer-in-charge. The mixture shall be prepared in a uniform manner to get a homogenous mixture suitable for planting grass, plants etc.

#### 6.2.4 **Planting Mexican/ Pearl grass.**

6.2.4.1 The Mexican/ Pearl grass shall be laid on the surface prepared using the Mixture of red earth, coco peat, manure etc.

6.2.4.2 The carpet shall be joined together to form a ready made lawn.

6.2.4.3 The bed should be watered before and after setting the Carpet

6.2.4.4 The carpet shall be laid and fixed in the soft area as directed by the Engineer-in-charge without causing any damages to the carpet and existing plants.

6.2.4.5 The grass carpet shall be supplied from the sources approved by the Engineer-in-charge.

#### 6.2.5 **Maintenance of Landscaping works.**

##### 6.2.5.1 **Watering:**

- i. During the contract period especially during summer, (October to May), contractor has to water the lawn areas, plants, shrubs, creepers, ground covers and beds daily with the help of sprinkler system or PVC hose pipes or suitable arrangements as approved by the Engineer-in-Charge. During the dry spell of monsoon the contractor shall water the lawns and plants as and when required. Water shall be given free of cost by CoPT from the existing nearest point available.
- ii. Applying fertilizer/ manure shall be done as and when required or minimum once in a month and as per the direction of Engineer-in-Charge of the work.
- iii. Periodic application of organic fertilizers to lawn areas, plants, shrubs, creepers, ground covers and beds shall be done as directed by the officer-in-charge. The application procedure, dosage and periodicity are depended on age, species and condition of the plant. Farmyard manure shall be applied for shrubs as per recommendations of Officer-in-Charge.
- iv. Periodic removal of weeds, dry leaves and any foreign materials shall be

done as and when required.

6.2.5.2 **De-weeding:**

For the management of lawns, de-weeding should be done at least twice in every month or as and when required. **The lawn area shall be free from weed growth and look like a green carpet.**

6.2.5.3 **De-weeding & Soil Working:**

- i. De-weeding of ground cover beds, creepers, shrubs should be done twice in every month or as directed by the Officer-in charge. Weeds should not be conspicuous. In the case of shrubs in open area weeds from an area of minimum one meter i.e. measured in width along the row of plants (Plant at the center) should be removed from roots once in a month. Soil working should be done for shrubs and ground covers along with each de-weeding.
- ii. Supplying pesticide/ fungicides shall be done as and when required as per the direction of Horticulturist.
- iii. Cutting and shaping plants/ topiary works, replanting arranging and colouring pots etc. shall be done as directed by department.

6.2.5.4 **Mowing of Lawns/ Grass curring:**

**Lawn mowing/ Grass Cutting shall be done at least twice in a month or as and when required as directed by the Engineer-in-charge.** Engineer-in-charge may direct for additional operation of lawn mowing/ Grass cutting during contract period as per site requirement. Grass should be cut uniformly & should appear as green carpet. The grass clippings/ cuttings should be immediately collected and stacked with in 150 m lead and **disposed off the same within a lead of 6Km** as directed. **Contractor should arrange for advanced motor operated lawn mowers/ weed cutter.** In monsoon period grass should be cut with the help of lawn mowing machine/ Brush cutter or with manually as and when required. Officer-in-Charge may direct for additional operation during this period as per site requirement.

6.2.5.5 **Pruning / cutting / shaping:**

Pruning / shaping of shrubs / hedges / edges in desired shape be executed as per recommendations of Officer-in-Charge. Foliage/ twigs must be immediately removed from the site and heaped at one point for disposal within 150 m lead and **dispose the same within a lead of 6Km.**

6.2.5.6 **Transportation and disposal:**

**Leaves, branches of plants/ trees after the pruning/ cutting/ shaping of plants and mowing of lawns shall be disposed by the contractor at his own cost at the Cochin Port Authority dumping ground or area as pointed out by the Engineer-in-charge.**

6.2.5.7 Replanting plants in place of decayed one due to negligence of contractors shall be done by the contractor at his own cost.

6.2.5.8 Cleaning & maintaining the whole works and facilities of the landscaped areas excluding mowing/ grass cutting the lawn area and other areas viz : (i) Harbour House compound, (ii) between entrance of Harbour house and garage near Harbour House, including disposing of the rubbish within a lead of 6kms including

- (a) Proper up keep of lawn by deweeding, manuring etc.
- (b) Proper up keep of plants by pruning, nursing, manuring etc.
- (c) Repotting and planting of plants
- (d) Watering daily except rainy days
- (e) Any other work connected with the maintenance of landscaped areas etc.
- (f) Supply of tools/ materials/ labour etc.

One labour shall be assigned for this work.

All the above shall be completed as per detailed specifications and directions of Engineer-in-Charge. .

6.2.5.9 Cleaning & maintaining the whole works and facilities of the landscaped areas excluding mowing/ grass cutting the lawn area and other areas viz : (i) Administrative blocks compound except the lawn in front of stage, (ii) adjacent to compound wall of AD block, Old CAD, and customs House, (iii) triangular and circular traffic islands, (iv) Marine House compound(v) Port Guest House & Guest House Annex etc. including disposing of the rubbish within a lead of 6kms including

- (a) Proper up keep of lawn by deweeding, manuring etc.
- (b) Proper up keep of plants by pruning, nursing, manuring etc.
- (c) Repotting and planting of plants
- (d) Arranging flower pots in offices as and when required
- (e) Watering daily except rainy days
- (f) Any other work connected with the maintenance of landscaped areas etc.
- (g) Supply of tools/ materials / labour etc.

6.2.5.103 labourers shall be assigned for the work. All the above shall be completed as per detailed specifications and directions of Engineer-in-Charge. Maintaining the landscaped areas/ lawn area/ other areas by mowing/ cutting and removing grass and overgrowth of vegetation at (i) Harbour House compound, (ii) Marine House compound, (ii) Administrative blocks compound except the lawn in front of stage, and (iv) Port Guest House & Port Guest House Annex (v) adjacent to compound wall of AD block, Old CAD, and customs House, (vi) triangular and circular traffic islands, (vii) between entrance of Harbour house and garage near Harbour House by mowing/ cutting and removing grass and other over growth and disposing of the rubbish within a lead of 6kms including

- (a) Proper up keep of lawn and other areas by mowing/ cutting and removing grass and overgrowth of vegetation.
- (b) Any other work connected with the maintenance of landscaped areas etc.
- (c) Supply of brush cutter/ Mower/labour etc.

6.2.5.11 All the above shall be completed as per detailed specifications and directions of Engineer-in-Charge. This shall be done twice a month. Any leaves will be deducted. Works shall be carried out as and when required as directed by the Engineer-in-charge. All the works shall be done as per the direction of the Engineer-in-Charge of the work.

**SIGNATURE OF TENDERER**

**COCHIN PORT AUTHORITY**

**PROVIDING LANDSCAPING AND MAINTENANCE OF LANDSCAPED  
AND OTHER AREAS AT VARIOUS LOCATIONS IN W/ ISLAND FOR TWO  
YEARS AT COCHIN PORT AUTHORITY**

**UNDERTAKING REGARDING EPF AND ESI REGISTRATION**

I/ We, M/s..... (Name & Address of the tenderer) solemnly affirm and undertake that I/ We do not have the required number of employees for taking registration under EPF Organisation and ESI Corporation. I/ We also undertake that I/ We take the full responsibility for all the consequences arising due to the above and indemnify CoPA officials for any actions taken in this regard

**SIGNATURE OF TENDERER**

**ANNEXURE II**

**PROFORMA OF UNDERTAKING THAT NO CHANGES HAVE BEEN MADE  
IN THE TENDER DOCUMENT DOWNLOADED**

I/We.....

.....

.....

.....do hereby confirm that no changes have been made in  
the Tender document downloaded and submitted by us for the Tender No  
.....

Yours faithfully,

Signature :

Name & Designation

**PROFORMA OF POWER- OF-ATTORNEY/LETTER OF AUTHORITY**

*(To be submitted on Non-judicial Stamp Paper of appropriate value)*

To

The Chief Engineer  
Cochin Port Authority,  
Cochin 682009.  
Kerala, India.

Dear Sir,

We \_\_\_\_\_  
do hereby confirm that Mr./Ms./Messrs \_\_\_\_\_ [*INSERT  
NAME AND ADDRESS*], whose signature is given below, is /are authorized to  
represent us to bid, negotiate and conclude the agreement on our behalf with you  
against Tender for “**PROVIDING LANDSCAPING AND MAINTENANCE OF  
LANDSCAPED AND OTHER AREAS AT VARIOUS LOCATIONS IN W/  
ISLAND FOR TWO YEARS AT COCHIN PORT AUTHORITY**”.

We confirm that we shall be bound by all and whatsoever our said agents shall commit.

Signature of the authorized person:

Name & Designation :

Yours faithfully,

Signature, name and seal of the certifying authority

**FORMAT FOR FURNISHING BANK INFORMATION FOR e-PAYMENT**

1	Name and full address of the beneficiary	
2	Credit Account No. (Should be full 14 digit)	
3	Account Type (SB or CA or OD)	
4	Name of the Bank	
5	Branch (Full address with telephone No.)	
6	MICR code (Should be 9 digit)	
7	Telephone/Mobile/Fax No. of the beneficiary	Telephone:
		Mobile :
		Fax :
8	Cancelled Cheque	

Signature with seal  
(Authorized Signatory)

**PROFORMA OF BANK GUARANTEE FOR PERFORMANCE GUARANTEE/  
SECURITY DEPOSIT**

*(To be executed on non-judicial Stamp Paper of appropriate value)*

*[The bank, as requested by the successful Tenderer, shall fill in this form in accordance with the instructions indicated]*

In consideration of the Board of Trustees of the Port of *[insert name of Port]* incorporated by **The Board of Major Port Authority Act, 1963** as amended by Major Port Authority (Amendment) Act 1974 (hereinafter called “The Board” which expression shall unless excluded by or repugnant to the context or meaning thereof be deemed to include the Board of Trustees of the Port of *[insert name of Port]*, its successors and assigns) having agreed to exempt \_\_\_\_\_ (hereinafter called the “Contractor”)

(Name of the Contractor/s)

from the demand under the terms and conditions of the Contract, vide \_\_\_\_\_ ‘s letter No. \_\_\_\_\_

(Name of the Department)

date \_\_\_\_\_ made between the Contractors and the Board for execution of \_\_\_\_\_ covered under Tender No. \_\_\_\_\_ dated \_\_\_\_\_ (hereinafter called “the said contract”) for the payment of Security Deposit in cash or Lodgement of Government Promissory Loan Notes for the due fulfilment by the said Contractors of the terms and conditions of the said Contract, on production of a Bank Guarantee for Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_) only we, the (Name of the Bank and Address) \_\_\_\_\_

(hereinafter referred to as “the Bank”) at the request of the Contractors do hereby undertake to pay to the Board an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only against any loss or damage caused to or suffered or which would be caused to or suffered by the Board by reason of any breach by the Contractors of any of the terms and conditions of the said contract.

2. We, \_\_\_\_\_, \_\_\_\_\_, do hereby

(Name of Bank)

(Name of Branch)

undertake to pay the amounts due and payable under this guarantee without any demur merely on a demand from the Board stating that the amount claimed is due by way of

loss or damage caused to or which would be caused to or suffered by the Board by reason of any breach by the Contractors of any of the terms and conditions of the said contract or by reason of the Contractors failure to perform the said contract. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to any amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only.

3. We, \_\_\_\_\_(Name of Bank and Branch)\_\_\_\_\_, undertake to pay to the

Board any money so demanded notwithstanding any dispute or disputes raised by the Contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.

4. We, \_\_\_\_\_(Name of Bank and Branch) further agree with the Board that the guarantee herein contained shall remain in full force and effect during the period that would be taken for performance of the said contract and that it shall continue to be enforceable till all the dues of the Board under or by virtue of the said contract have been fully paid and its claims satisfied or discharged or till the

\_\_\_\_\_  
(Name of the user department)

of the said certifies that the terms and conditions of the said contract have been fully and properly carried out by the said Contractors and accordingly discharge this guarantee. PROVIDED HOWEVER that the Bank shall be the request of the Board but at the cost of the Contractors, renew or extend this guarantee for such further period or periods as the Board may require from time to time.

5. We, \_\_\_\_\_ further agree with the Board  
(Name of Bank and Branch)

that the Board shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend the time of performance by the said contract or to extend the time of performance by the said Contractors from time to time or to postpone for any time or from time to time any of the powers exercisable by the Board against the said Contractors and to forebear or enforce any of the terms and conditions relating to the said contract and we shall not be relieved from our liability by reason of any such variation or extensions being granted to be Contractors or for any forbearance, act or omission on the part of the Board or any indulgence shown by the Board to the Contractors or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).

7. It is also hereby agreed that the Courts in *[insert city]* would have exclusive jurisdiction in respect of claims, if any, under this Guarantee.

8. We, \_\_\_\_\_ Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the Board in writing.

9. Notwithstanding anything contained herein :

a) Our liability under this Bank Guarantee shall not exceed Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_ only);

b) this Bank Guarantee shall be valid upto \_\_\_\_\* \_\_\_\_\_; and

c) we are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before \_\_\_\_\_ (date of expiry of Guarantee).”

Date \_\_\_\_\_ day of \_\_\_\_\_ 20

For (Name of Bank)

(Name)

Signature

\* The date will be thirty (30 )days after the end of the period of Contract as specified in the Contract.